

JHHS Position Maintain ISR Change → Entities that are live with OMT (Organizational Management Tool)

Please accept this notification to inform regarding a change to the JHHS Position Maintain ISR.

As of today, October 6th, 2023, position changes with an active open requisition for entities rolled out with OMT, will no longer be permitted via ISR (Internal Service Requests). The following Hard Stop error message will display *"This position has an open req in OMT"*.

Any changes to Open Requisitions must be made through the OMT application. If a JHHS Position Maintain ISR has already been Initiated for an Open Requisition, the ISR will need to be deleted by HRSS.

For JHHS OMT Support, visit <http://OMT.jh.edu/> or contact HR Shared Services by phone at **(443) 997-5828** or email at HRSharedServices@jh.edu.

Please share this communication with your colleagues and departments.

Sincerely,

HR / Payroll Shared Services

Providing HR Data support to Johns Hopkins University and Johns Hopkins Health System entities since 2007